

645—262.4(152B,272C) Audit of continuing education report. After each educational biennium, the board may audit licensees to review compliance with continuing education requirements.

262.4(1) The board may audit a percentage of its licensees and may, at its discretion, determine to audit a licensee. A licensee whose license renewal application is submitted during the grace period may be subject to a continuing education audit.

262.4(2) The licensee shall provide the following information to the board for auditing purposes:

- a.* Number of contact hours for program attended; and
- b.* Individual certificate of completion issued by the sponsor to the licensee or evidence of successful completion of the course from the course sponsor that includes date, location, title and contact hours.

262.4(3) For auditing purposes, all licensees must retain the information identified in 262.4(2) for two years after the biennium has ended.

262.4(4) Information identified in 262.4(2) must be submitted within one month after the date of notification of the audit. Extension of time may be granted on an individual basis.

262.4(5) If the submitted materials are incomplete or unsatisfactory, the licensee may be given the opportunity to complete and submit make-up credit to cover the deficit found through the audit if the board determines that the deficiency was the result of good-faith conduct on the part of the licensee. The licensee may be granted 120 days from the date of mailing of notice of deficiency to the address of record at the board office to submit evidence of additional continuing education completed during the biennium or to complete additional continuing education as required and submit evidence of that continuing education to the board office.

262.4(6) Failure to notify the board of a current mailing address will not absolve the licensee from the audit requirement, and an audit must be completed before license renewal.